



ARIZONA
COMMUNITY
FOUNDATION



Arizona Route 66 Grant Cycle

Available: 9:00 a.m., February 22, 2024

Close Date: 4:00 p.m., March 31, 2024

Introduction

The Arizona Community Foundation in cooperation with the Historic Route 66 Association of Arizona are seeking applications from nonprofit organizations, educational institutions, along with local, state, tribal government agencies in Arizona to compete for a grant from the Arizona Community Foundation's Arizona Route 66 Fund. Grants will be awarded to projects that aim to preserve, promote, and protect Route 66 in Arizona. ACF will accept proposals that benefit and support preservation, restoration, and rehabilitation Projects as well as planning, educational, and research projects that focus on Route 66 in Arizona.

ACF encourages proposals that:

- Leverage matching funds
- Positively impact the Route 66 Arizona community
- Promote partnerships between private business and nonprofits.
- Support direct administrative costs associated with carrying out the program, such as staff salary/wages, project management, marketing, consultants, supplies, postage, travel, training or equipment, newly-acquired information technology, etc. Direct costs can also include directly attributable administrative support, legal or accounting functions, with distinct and measured effort on the project.

Funding Request Range

ACF will accept only one proposal from a qualified organization. Proposals may be submitted for a **minimum of \$1,000 up to a maximum of \$25,000. The total granting pool depends on fund availability at the time.**

Proposed Project Categories

1) Preservation, Restoration, and Rehabilitation Projects

The preservation, restoration, and rehabilitation of transportation-related properties on Route 66 are eligible project activities. Properties must be on, or within view of a Route 66 road alignment; be in their original location; and retain some historical and architectural integrity.

Eligible property types include:

- gas stations, automotive repair shops, and other automobile-related businesses
- restaurants and cafes
- motels, hotels, and campgrounds
- curio shops, tourist trading posts, tourism-related attractions
- original road pavement and associated road features (e.g., bridges, culverts)

Eligible activities include, but are not limited to repair, rehabilitation, or restoration of:

Doors and Windows
Light Fixtures
Historic Signs (in Historic Locations)
Bridges
Historic Road Pavement

Roofs
Floors
Foundations
Structural Elements
Plumbing, electrical, HVAC

Important: Project plans and drawings prepared by a registered historical architect or other qualified professional must be included in all preservation, rehabilitation and restoration projects, or the development of such plans must be part of the project proposal. All work must conform to all applicable local/state building codes. Historic preservation plans cannot be more than 5 years old.

2) Planning, Research, Interpretive, or Educational Outreach Projects

Planning, research, interpretive or educational projects are eligible project activities. Examples of eligible activities include:

- Project Planning and Architectural Drawings for preservation, rehabilitation or restoration of eligible historic properties. Plans and drawings must be prepared by a registered historical architect or other related professional, and comply with the Secretary of Interior's Standards for the Treatment of Historic Properties.
- Historic Structure Reports for properties listed on or determined eligible for the National Register of Historic Places. Other properties relating to the 1926-1970 period of significance may also be considered. Reports must be prepared by a historical architect.
- Building, Road and/or Archeological Surveys by local, state, and tribal governments that identify and describe historic properties within an area or region along Route 66, and assess the significance, cultural value, condition and/or threats to the properties.
- Road Alignment or Pavement Preservation Plans prepared by local, state, and tribal governments.
- Local Corridor Preservation Management Plans prepared by local, state, and tribal Governments
- Planning, development, and production of Research, Oral Histories, Interpretive or Educational Activities that directly advance the understanding, preservation, and prestige of Route 66.

3) Applications for projects outside these specified areas will also be accepted.

Online Submission

All users will be required to update and complete each page of their organizational profile *before* being able to submit any grant application. Guidelines on how to do this are covered in the section below that describes how to apply online.

Eligibility Requirements

- Any Arizona 501(c)(3) organization, government agency, educational institution or tribal entity that

operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non-sectarian programs.

- Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and service based on race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin, and provide evidence of the policy.
- The application for this grant cycle is online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.
- Organizations without 501(c)(3) status must use a fiscal agent to apply on their behalf. Fiscal agents must have a visible profile on the ACF website, and also be a 501(c)(3) organization.
- Organizations must be in good standing with the IRS at the time of review or else the submitted application(s) will be immediately declined.
- Organizations uncertain of their eligibility may inquire by sending an e-mail to grants@azfoundation.org.
- Applicant organization must be fully authorized by its board and other applicable partners/collaborators to submit this application.
- Organizations must complete projects and programs within the Arizona geographic boundaries.

What If...

- Situation 1: My organization is a **standalone organization**? You may submit one application. You may submit another if, and only if, you are collaborating with another organization.
 - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
- Situation 2: My organization is a **chapter of a broader organization**? You may submit one application *per chapter*. You may submit another if, and only if, you are collaborating with another organization.
 - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
 - If several chapters are applying for the same project, please treat it as a collaborative application.
- Situation 3: My organization is a **school district or a school within a district**? You may submit one application *per school*. You may submit another if, and only if, you are collaborating with another organization.
 - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
 - If several schools are applying for the same project, please treat it as a collaborative application.
 - A district may apply separately for projects separate from those the schools apply for.
- Situation 4: My organization is a **government or tribal entity, or a university**: You may submit one application *per department*. You may submit another if, and only if, you are collaborating with another organization.
 - If you would like to submit a second application on behalf of a collaborative group of

organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.

- If several departments are applying for the same project, please treat it as a collaborative application.
- A government or tribal agency, or university may apply for projects separate from those the individual departments apply for.
- Situation 5: My organization is a **fiscal sponsor for other organizations**. You may submit one application per *sponsored organization*. You may submit another if, and only if, you are collaborating with another organization.
 - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
 - A fiscal sponsor may apply for projects separate from those its sponsored organizations apply for.

Timeline for 2024 Grant Making

- Grant cycle opens **February 22, 2024**
- Applications are due by **4:00 pm on March 31, 2024**
- Grant Panel will make final recommendations in late **April, 2024**
- Grant awards and decline letters out in **May, 2024**
- If funded, Final Report Due in **May, 2025**

Grant Deadline

Proposals must be submitted online by **4:00 pm on March 31, 2024. No exceptions.**

Review and Evaluation Process

All proposals will be reviewed through a competitive evaluation process. Reviewers will read applicants' online profiles to obtain information on the organization. Please be sure to update your organization's profile before submitting your proposal.

- Proposals are reviewed and evaluated by grant committee panels, composed of volunteer community leaders who assess proposal strengths and weaknesses according to evaluation criteria.
- Evaluation criteria consists of a point system awarded for impact on community need, measurable benefits, plan for sustainability, alignment with the funding criteria, partnerships, goals and objectives clearly stated, measurable outcomes, population served, reasonable budget, and whether the project/ organization enhances collaboration with other community organizations and/or agencies.

How to Apply Online

Creating a profile:

Please click on "Create New Account" to complete the registration process and create your logon credentials.

Once you are registered, you may begin the application process by starting a new application. You may also edit organizational information once you have logged in and attached your organization to your profile.

If your organization has an online profile please use your credentials to login. If you need to reset your password please use the “forgot password” link.

For assistance with technical questions regarding the online registration and application, please contact our Competitive Grants Management Team at grants@azfoundation.org or 602-381-1400.

Tips for Submitting

All users will be required to update and complete their organizational profile *before* being able to submit any grant application.

- **Do not wait until the deadline date to set up your organization’s profile and apply.**
- During the last week of any grant cycle’s duration, due to the volume of inquiries, you will likely have limited access to ACF technical support so working in advance is strongly advised.
- It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.
- Narrative responses are limited to the maximum character count. You do not have to use all the words. Only provide information that is pertinent.
- Be sure to review applications for spelling and grammar errors.
- Be sure to check for an email notification indicating that your application has been submitted.

How to Get Help

Please contact ACF staff to discuss any part of the grant application process. Due to the high volume of calls and inquiries as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions! During the last week of any grant cycle’s duration, you will likely have limited access to ACF technical support.

Grant Reviewer Rubric

Criteria		Measure	Weak		Average		Strong
Purpose	Situation/ Community Need	Potential public use or benefit of the project results.	1	3	5	7	10
		Project financial need.	1	3	5	7	10
		Application activities or outcomes preserve, promote, or protect Route 66 in Arizona.	1	3	5	7	10
		Project sustainability or longevity.	1	3	5	7	10
	Application Design	Technical and professional qualifications of the project team.	1	3	5	7	10
		Activities, timetable, and goals are clear and well thought out.	1	3	5	7	10
Appropriate resources (personnel, funding, time) are allocated to accomplish the goals - including collaborative partnerships with other organizations that improve impact or leverage resources.		1	3	5	7	10	
Preservation, rehabilitation and restoration projects	Applicant’s commitment to the long-term preservation, protection and management of the property, including provisions that, to the best of the owner’s ability, the property will be preserved and protected for no less than 10 years.	1	3	5	7	10	
	Existing historic integrity of the property. (Does it retain its historical appearance, design, features, and materials? Is it in its historic location?)	1	3	5	7	10	
	Thoroughness of project planning documents or plans for their preparation by a qualified historical architect or other appropriate professional.	1	3	5	7	10	
Results/ Evaluation	Evidence is provided that indicates the program will achieve the desired results.	1	3	5	7	10	
	Results are significant and can be demonstrated.	1	3	5	7	10	
Financial Indicators	The budget is easy to understand and logical. Clarity and feasibility of proposed project expenses and income.	1	3	5	7	10	

Pre-Qualifying Questions

- The applicant organization is fully authorized by its board and other applicable partners/collaborators to submit this application.
- Does your organization (and fiscal sponsor, if applicable) have a complete and visible profile on ACF's grant portal: www.azfoundation.org? Incomplete organizational profiles will result in the declination of your application.
- ACF requires all applicants for grants to comply with its non-discrimination policy. Please confirm that the organization applying for this grant does not unlawfully discriminate against employees, volunteers, board members, or the members, clients, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, disability, ancestry, sexual orientation, or any other characteristic protected by law.
- Is your organization (or fiscal sponsor) a 501(c)(3) organization, school, municipality or tribal entity that operates with fiscal accountability and responsibility? Religious organizations may apply for funding of non-sectarian programs.
- I have downloaded the latest guidelines and questions document, available by clicking on the Preview button above.
- I understand my organizations must be in good standing with the IRS at the time of review or else my application(s) will be immediately declined.

Grant Application Questions

Project Overview

1. Project Name
2. Amount Requested
3. Applicant Cost-Share Amount (if applicable)
4. Total Project Amount (grant + cost-share)

Project Details

5. Statement of project need. (Character Limit- **1200**)
6. State project purpose and goals. (Character Limit- **1200**)
7. Describe potential public benefit. (Character Limit- **1200**)
8. History and description of historic property (if applicable).
9. Significance of historic property (if applicable).
10. Is the property listed on the Historic Register of Historic Places?
11. Is this project being done in collaboration with other nonprofits or groups? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal. (Character Limit- **2000**)
12. Project Team, including applicant.

Narrative

13. Describe in two or three sentences what you will do with the funds. (Character Limit – **1000**)
14. Tell us how the goals of the project align with the mission to preserve, promote, and protect Route 66 in Arizona. (Character Limit – **2000**)
15. Provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Character Limit – **2000**)
16. Please cite any resources, statistics, and/or studies provided in the program proposal detail above. (Character Limit - **750**)
17. Please indicate if this is a new project, a project expansion or a continuing project.
18. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (Character Limit- **1200**)
19. Please detail your level of need for financial assistance to complete the project.
20. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? If so, please itemize the components and corresponding costs. (Character Limit- **1200**)

Documentation

21. In the upload area below, you may add up to **two** additional documents pertaining to the project. These documents may include (but are not limited to): brochures, photos, news articles, letters of support, etc.

Interim Progress Report

22. Was your organization awarded an Arizona Route 66 grant last year? If yes, please answer the following questions:
 - a. Describe in two or three sentences what you did with the funds. (Character Limit – **1000**)
 - b. **Challenges:** List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes. (Character limit – **1250**)
 - c. **Future Funding Strategy:** What is your future funding strategy to continue the program and/or

- the organizational work the funding supported? (Character limit – **1250**)
- d. **Impact Story:** If possible, please share how a life or community was changed by the program. (Character limit – **2000**)
 - e. Please discuss any deviance between proposed and actual budget.

Project Budget

20. The project budget you include should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the comments area below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

Terms and Conditions

1. I acknowledge that funding by the Arizona Community Foundation, its affiliates, or any of its philanthropic partners is not guaranteed simply by virtue of completing this application.
2. Should my organization be awarded a grant through this funding opportunity, I agree to submit a final report for this project by the final report due date.
3. Should my organization be awarded a grant through this funding opportunity, I agree to the following terms and conditions:

Use of Grant Money. The Grantee shall use the Grant Money only for the Project and in accordance with the proposal and budget previously submitted to and approved by The Arizona Community Foundation. The Grantee shall not make any significant change in the Project without the prior approval of The Arizona Community Foundation. At the end of the grant period, the Grantee shall promptly return to The Arizona Community Foundation any unused portion of the Grant Money.

Reports. The Grantee shall submit written reports on the accomplishments of this Project as well as an accounting of expenditure of grant funds. Reporting and documentation required by The Arizona Community Foundation shall be provided as outlined in the Grantee Final Report, which will be available as the final report due date nears. The Grantee shall provide The Arizona Community Foundation with copies (if available) of any press releases, photographs and published material about the Grant Money and the work it made possible.

Meeting Requirement. The Grantee may be asked to attend a meeting at the Arizona Community Foundation, to be set at a later date, to discuss your project. Discussions on capacity building in the future and other topics will also take place.

Publicity. You will allow the Arizona Community Foundation (ACF) to review and approve the text, including quotes, of any proposed publicity concerning this grant prior to its release. ACF may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in ACF's periodic public reports, newsletters, news releases or any other printed materials distributed by the Community Foundation. Please ensure that all publicity (including printed material, press releases and Web sites) states "partial funding provided by the Arizona Community

Foundation” If you require an electronic copy of ACF’s official logo please contact the Marketing/Communications department at the Community Foundation.

Retention of Records. The Grantee shall keep all financial records pertaining to the Project for at least four years and shall make such records available to The Arizona Community Foundation at reasonable times upon The Arizona Community Foundation's request.

Revocation of Grant Money. The Grantee must return all unexpended grant funds immediately upon request by The Arizona Community Foundation if (1) the Foundation, at its sole discretion, determines that the Grantee has not performed in accordance with this Agreement, or (2) the Grantee loses its exemption from federal income tax under Section 501C 3 of the Internal Revenue Code of 1986, as amended (the) "Code" and is classified as other than a private foundation under Section 509(a) of the Code.

Grant Does Not Create a Partnership. The Grantee shall not in any manner indicate, nor shall the grant or any documents related thereto be in any manner deemed to create or construed as creating, any kind of partnership, joint venture or other similar relationship between The Arizona Community Foundation and the Grantee or other party. The Arizona Community Foundation shall not be deemed in any manner responsible for the debts, liabilities or other obligations of the Grantee, including any such debts relating to this Project. Amendment. This Grant Agreement shall not be amended or revised except by a written document signed by the parties hereto.

Changes or Problems Occurring During Grant Year. Any changes or problems in the Grantee Agency that affects the Project must be reported to The Arizona Community Foundation immediately.

Important Definitions

Capacity Building Grant - Grants intended to strengthen the management capacity of nonprofits in ways that will enhance institutional and programmatic development and enable the NPO to further its mission.

Capital Campaign - A capital campaign is an organized drive to collect and accumulate substantial funds to finance major needs of an organization, such as a building or major repair project, or to build endowment. Endowment is considered a capital asset.

Challenge Grant - A grant that is made on the condition that other monies must be secured, either on a matching basis or via some other formula, usually within a specified period of time, with the objective of stimulating giving from additional sources.

Community Foundation - A community foundation is a tax-exempt, nonprofit, autonomous, publicly supported, philanthropic institution composed primarily of permanent funds established by many separate donors for the long-term diverse, charitable benefit of the residents of a defined geographic area. Typically, a community foundation serves an area no larger than a state. Community foundations provide an array of services to donors who wish to establish endowed funds without incurring the administrative and legal costs of starting independent foundations.

Fiscal Agent - a nonprofit 501(c)(3) organization that agrees to accept and be responsible for grant monies on behalf of the nonprofit grantee.

Form 990/Form 990-PF - The IRS forms filed annually by public charities and private foundations respectively. This information can be accessed at www.guidestar.com.

Funding Cycle - A chronological pattern of proposal review, decision making, and applicant notification.

Grant - An award of funds to undertake charitable activities.

Grant Application - The medium in which to submit a grant request. Applications are posted and accessed via the Arizona Community Foundation website. The site outlines the grant eligibility requirements, focus area and application questions.

Grant Proposal - The document that makes up a grant request. The proposal is the final product of answering all application questions. It is the document that is submitted through the online application and is used in grants review. Once saved, it can be accessed through the organizational profile.

Grantee - The individual or organization who/that receives a grant. Grantees for Community Foundations funding may be 501(C)(3) organizations, public schools, municipalities, and American Indian Tribes.

Nonprofit Organization - a legally constituted organization that is classified by the IRS as a 501(c)(3), nonprofit institution, whose objective is to support or engage in activities of public or private interest without any commercial or monetary profit.

Operating Support - A contribution given to cover an organization's day-to-day, ongoing expenses, such as salaries, utilities, office supplies, etc.

Philanthropy - Philanthropy is defined in different ways. The origin of the word philanthropy is Greek and means "love for mankind." Today, philanthropy includes the concept of voluntary giving by an individual or group to promote the common good. Philanthropy also commonly refers to grants of money given by foundations to nonprofit organizations. Philanthropy addresses the contribution of an individual or group to other organizations that in turn work for the cause of alleviating poverty or social problems, thereby improving the quality of life for all citizens. Philanthropic giving supports a variety of activities including research, health, education, arts, and culture, as well as alleviating poverty.

Post-grant Evaluation - A review of the results of a grant, with the emphasis upon whether or not the grant achieved its desired objective.

Seed Money - A grant or contribution used to start a new project or organization.

Site Visit - Visiting a grantee organization at its office location or area of operation, or meeting with its staff, directors, or recipients of its services.

Grantee Final Report

All information in **Bold** will be pulled from the Grant Application. All information in *gray italic* is additional information that will need to be filled out while completing the final report.

Organization:

Project Name:

Requested Amount:

Person Submitting Report:

Contact Phone & Email:

Grant Amount:

Project Summary:

Below are the project details provided by the grantee applicant when the grant was submitted last year. Please review and answer the associated questions regarding actual results.

Project Narrative

- 1. Describe in two or three sentences what you will do with the funds**
- 2. Please describe the program proposal in detail. Define the need for the Arizona Route 66 community: tell us the goals of the project and how they align with the mission to preserve, promote, and protect Route 66 in Arizona. Describe the activities you will undertake. Specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Word Limit – 300)**

*Did you accomplish this?
Additional Comments.*

- 3. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year.**

*Did you accomplish this?
Additional Comments.*

- 4. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal.**

*Did you accomplish this?
Additional Comments.*

- 5. Please also describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs.**

*Did you accomplish this?
Additional Comments.*

Project Budget

- 6. The project budget on the following page should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.**

*Did you work within the budget?
Additional Comments.*

How were the funds from this grant actually used--demonstrate by providing an itemized budget? What percentage above or below budget the project was actualized? Please provide the itemized project budget (from the proposal) with the corresponding actual expenditure in the space provided. If there are any significant variances from the original application budget, please explain.

- 7. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others?**

*Did you accomplish this?
Additional Comments.*

- 8. List any unintended results that the program caused. These could include things like unexpected collaboration opportunities, serving a larger target population than expected, or missing an opportunity to work with a funder you weren't aware of.*
- 9. List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes.*
- 10. What is your future funding strategy to continue the program and/or the organizational work the funding supported?*
- 11. Please include a 150 to 250-word inspiring impact story and submit up to three (3) digital photos (size 300 dpi or larger) along with consent for publication. Share how a life or community was changed by the program or project. We want to share the good news of your great work!*
- 12. Do you have any other comments or important information to share?*